

Navigation-Managing Own Data

All Users have authority to update their own data. There are several fields that can be modified:

Home Administration

Read Messages | Own Data

Own Data

User:9BACONATOR

Change

General User Information

User Name	9BACONATOR
*Title	Mr.
*First Name	Baconator
*Last Name	Wendys
*E-Mail Address	michael.estelle@fairfaxcounty.gov
*Country	USA
Company	RSL TEST CANADIAN BIDDER 0000000061
Assigned Roles	SAP SRM SUS: Administrator Supplier, LO: SRM SUS Bidder

Contact Information

*Telephone	703-324-3104
Fax	
Department	

Own Data

- After login navigate from the Home tab to the Own Data sub tab.
- Select the change button to enter edit mode. (the change button will disappear and the save and cancel button appear)
- Enter the appropriate changes as necessary.
- Click the save button to save the changes. (after clicking the save button the system will default to display mode)
or
- Click cancel to clear the changes and exit edit mode.